

25X1A

## DISPATCH

CLASSIFICATION

DISPATCH SYMBOL AND NO.

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25X1A

TO All Chiefs of Stations and Bases  
INFO

HEADQUARTERS FILE NO.

FROM Chief, 25X1A2d1

DATE

16 MAY 1961

SUBJECT Use of U.S. Airlines for Official Travel

RE "43-3" - (CHECK "X" ONE)

MARKED FOR INDEXING

X

NO INDEXING REQUIRED

ACTION REQUIRED

INDEXING CAN BE JUDGED  
BY QUALIFIED HQ. DESK ONLY

REFERENCE(S)

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DOE	REV DATE	25/05/81	BY	R1000
ORIG COMP	30	TYPE	01	
ORIG CLASS	5	CLASS	2	
JUST	20/11	ADMIT	NO	70-2

1. As a result of numerous inquiries from the field requesting interpretations and guidance as to when foreign airlines may be used in connection with official travel and transportation, we feel that we should elaborate on the Agency's policy and philosophy regarding this subject.

2. To begin with, there is no legal requirement that Government personnel and material be transported by U.S. airlines as there is in the case of U.S. vessels. However, the President's Directive of 16 November 1960 relating to the United States Balance of Payments problem instructed heads of departments and agencies to consider this problem and advise him regarding steps which could be taken to reduce the outflow of U.S. dollars. Among the proposals submitted by the various departments and agencies was one which received the unanimous endorsement of those organizations concerned with travel of personnel and transportation of things outside the United States. This proposal provided that U.S. airlines be used for official travel and transportation to the maximum extent practicable. The President subsequently approved the proposals made by the departments and agencies, thereby establishing this principle as official U.S. Government policy.

3. Insofar as this Organization is concerned, we prefer to rely to the maximum extent possible on the maturity and judgment of our personnel. We do not feel that we can establish firm criteria or rules governing the use of U.S. as opposed to foreign airlines which would apply equitably to all the conditions and circumstances which will be encountered by our personnel world-wide. In lieu of ironclad rules stating specific numbers of hours of delay which would justify the use of foreign as opposed to U.S. airlines, we will operate on the basis that an individual may use a foreign airline on the direct or indirect route when it is necessary for him to do so in order to maintain a reasonable itinerary. For example, if both a foreign and a U.S. airline fly between two European cities on the itinerary, the U.S. airline should normally be used. However, if no U.S. airline operates between the two cities or if reservations on the U.S. airline at a time consistent with the total itinerary cannot be made, it would not be inconsistent with the spirit of the policy to use the foreign airline. So long as employees are reasonable and use good judgment, we anticipate no problems in this type of situation. On the other hand, it would take an extremely strong justification to satisfy us that a transoceanic flight on a foreign airline from either Europe or the Far East was necessary or reasonable.

4. When it is necessary that an employee use a foreign airline for connecting flights on his direct or indirect journey because no U.S. airline flies between the points involved or the use of a U.S. airline would cause an unreasonable delay, the cost of such travel will be appropriately allowed in the settlement of his travel claim. An employee who uses a foreign airline over a major portion of the direct or indirect route should obtain a statement from his travel agent regarding the nonavailability of U.S. airline accommodations in order to insure that such costs are appropriately allowed on his travel claim. The cost of travel by foreign airlines on transoceanic flights between Europe or the Far East and the United States, whether on the direct or indirect route, will require the strongest possible justification to support a claim for reimbursement.

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10-57  
(40)USE PREVIOUS EDITION.  
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COORDINATION PAGE - [REDACTED]

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**SUBJECT:** Use of U. S. Airlines for Official Travel

**CONCUR:**

Chief, Operational Services

**Date**

Coordination with the Area Divisions is not required.

**AUTHENTICATING OFFICER:**

[REDACTED]  
SA-LD/S

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**RELEASING OFFICER:**

L. K. WHITE  
Deputy Director  
(Support)

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